



# *City of Seat Pleasant*

*Finance Department*

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## **A CITY OF EXCELLENCE SMART CITY**

**“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for me using information and communication technology, with the internet of things”. Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.**

**Department: Finance**

**Date of Report 10-31-2018**

**Reporting Period 9-01-2018 to 9-30-2018**

- 1. With the use of the NetSuite Accounting System the Finance Department electronically verified and processed 161 purchase orders during the month of September. Out of the 161 purchase orders 87 payments were sent out as checks. Out of those 87 checks 6 were Red Light camera checks, 16 were Speed Camera checks, and 65 were General Fund checks. Out of the 161 purchase orders entered 36 were paid via online ACH payment or Wire Transfer. 6 came out of the Red Light Camera Account, 2 came out of the Speed Camera account, while 28 came out of the General Fund account.**
- 2. The Finance department is has finally implemented the digital signatures for checks. With this new function, the department is able to provide checks faster without the need to track down the council president or the mayor. This will save the department time which can now be used towards other assignments. This new function will also save the city money in terms of checks. The use of digital signatures allows the department to use blank checks, which can be bought in bulk for a low cost. The department will no longer have to use specially made checks which are more expensive.**
- 3. The Finance department is also happy to announce that the audit has been completed. The department has also started to prepare for the next audit, which we expect will be completed in a timely manner.**
- 4. The department is also starting to prepare for interviews. In the next few weeks with the help of the HR department, we will be reviewing resumes and narrowing down the many applicants. We hope to soon find a person suitable for the role of assistant to the CFO.**

**Revenue**

<b>Revenue Center #</b>	<b>Revenue Center Name</b>	<b>Amount</b>
4000	Real Estate Revenue	\$ 95,680.72
4010	Interest on Late Payment of Real Estate	\$ 3.29
4030	Personal Property Taxes	\$ 65,219.00
4035	Personal Property Taxes - CGS Funding	\$ 23,716.00
4050	MD State Income Tax	\$ 5,566.61
4060	Highway User Tax	\$ 78,570.46
4070	Police State Aid	\$ 20,450.00
4120	Vehicle Releases	\$ 3,525.00
4130	Parking Citations	\$ 239.70
4150	Offender Based Funding - Speed Camera	\$ 57,747.75
4155	Offender Based Funding - Red Light Camera	\$ 49,006.76
4156	Prior Year Collections - Red Light Camera	\$ 1,782.41
4157	Prior Year Collections - Speed Camera	\$ 5,515.61
4160	Business License	\$ 845.00
4190	Building Permits	\$ 832.05
4225	Refuse	\$ 24,408.00
4250	Interest - CDs & Investments	\$ 2,816.09
4255	Interest - Checking Account	\$ 30.70
4310	Copies/Faxes/Other Misc	\$ 305.00
4311	Police/Accident/Incident Reports	\$ 260.00
	<b>Total</b>	<b>\$ 436,520.15</b>

**Expenditures**

<b>Cost Center #</b>	<b>Cost Center Name</b>	<b>Amount</b>
5260	Contractual Services	\$ 7,745.22
5350	Postage	\$ 576.87
5380	Copier Contract	\$ 3,064.75
5440	Utilities	\$ 5,815.05
	<b>Total</b>	<b>\$ 17,201.89</b>